cid:image002.gif@01D7CA58.6BCD52F0

**Lifting & Handling**

**Order Form**

**Please return the completed order form to the below email:**

Carla Cook – [Carla.cook@dsv.com](mailto:Carla.cook@dsv.com)

DSV Solutions - Fairs & Events, NEC, Birmingham, B40 1PJ

Tel: +44 (0) 121 780 2627



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **EXHIBITION HANDLING & FREIGHT ORDER FORM** | | | | | | |
| **Stand Name** |  | | **Stand / Hall No** | | |  |
| **Date goods required on stand** |  | | **Time required on stand** | | |  |
| **Date required for collection / reload** |  | | **Time required for collection / reload** | | |  |
| **Invoice Party / Company Name** |  | | | | | |
| **Invoice Address** |  | | | | | |
|  | | | **Postcode** |  | |
| **Company Registration Number** |  | **Telephone** | |  | | |
| **VAT number, EU companies Only** |  | **Fax** | |  | | |
| **Email Address** |  | | | | | |
| **Card Payment \***  *Please provide contact name/details to obtain card payment information* |  | | | | | |
| **Print Name** |  | **Sign Name** | |  | | |

|  |  |  |
| --- | --- | --- |
| **Please indicate which of the below services you require (Please tick as required)** | | |
| **On-Site Services :** | | **Transport services – Quotation upon request :** |
|  | | Collection from exhibitor premises to arrival site. *Please confirm collection address if different to above.*  ***Do you have a fork lift or loading facilities at your premises:***  Yes  No    Return shipping to exhibitor premises  ***\*\* For courier shipments, please ensure you contact us before shipping the goods so we can provide you with correct consignee information.*** |
| Unload / Deliver to stand | £10.00 per cbm / Minimum £40.00\* |
| Empty case storage | £28.00 per cbm / Minimum £84.00 |
| Reload / Collect from stand  Pre-show / Post-show warehouse handling  *Additional transport charges from /to our warehouse will also apply* | £10.00 per cbm / Minimum £40.00\*  £15.00 per cbm / Minimum £45.00 each way |
|  |  |
| **\* 50% overtime surcharge applicable for work carried outside of normal working hours which are Monday to Sunday 0700 – 1900hrs** | |

ESSA Member Logo - Black

**All prices are exclusive of VAT. Please note, we do not accept American Express.**

**IMPORTANT: All business is undertaken subject to the current editions of our standard trading conditions, which are UKWA (warehousing) and BIFA. (All other business)**

**Copies available upon request.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Quantity** | **Description of goods** | **L X W X H (cms)** | | | | | **Weight** |
|  |  |  | x |  | x |  |  |
|  |  |  | x |  | x |  |  |
|  |  |  | x |  | x |  |  |
|  |  |  | x |  | x |  |  |